

The following documentation will assist third party filers that have no registration with Georgia Department of Revenue to perform the following actions:

- Register as a third party filer on Georgia Tax Center
- Gain access to clients' accounts in order to file and pay with the Department on their behalf

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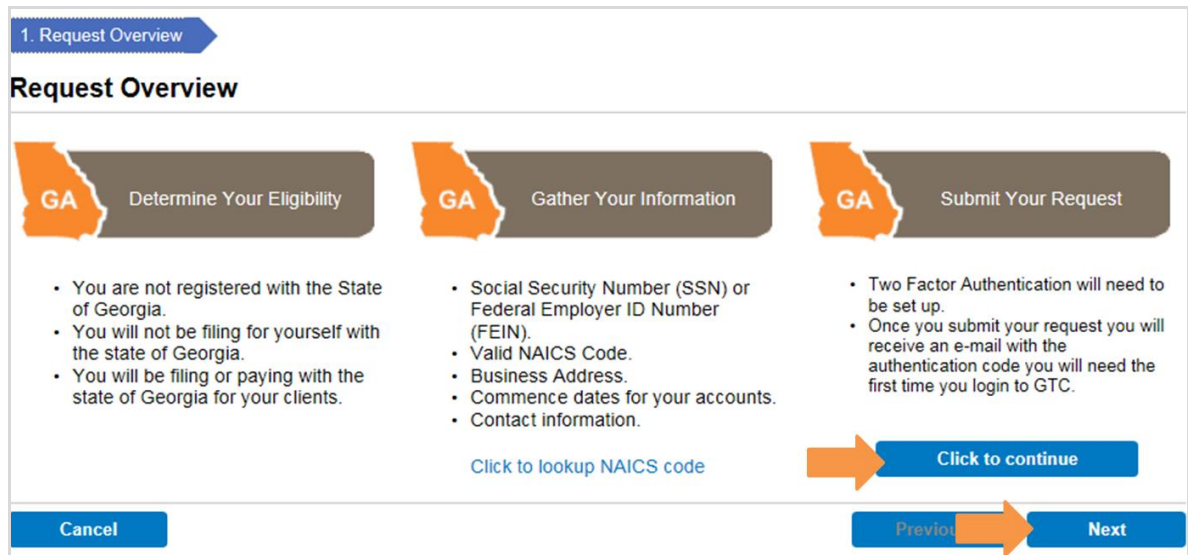
Steps to Submit the Registration Web Request:

1. Navigate to the GTC website (<https://gtc.dor.ga.gov>)
2. Click the **Register third party filer** hyperlink under the **Business Tab**



The screenshot shows the Georgia Tax Center website. The header includes the Georgia Tax Center logo and navigation links: Department of Revenue, Trucking Portal, Frequently Asked Questions, and Georgia Tax Center Info. A banner for Two-factor Authentication is visible. The main content area features a large image of the Atlanta skyline. On the right, there is a 'LOGIN' section with fields for Username, Password, and Authentication Code, along with a 'Request new code' button and a 'Trust This Computer' checkbox. Below the login section is a 'SIGN UP' section with a 'Create my username' button. At the bottom, there are 'Quick Links' for Individual and Business users. Under the 'Business' tab, the 'Register third party filer' link is highlighted.

- Review the **Request Overview** step and then click the **Next** or **Click to continue** button



1. Request Overview

Request Overview

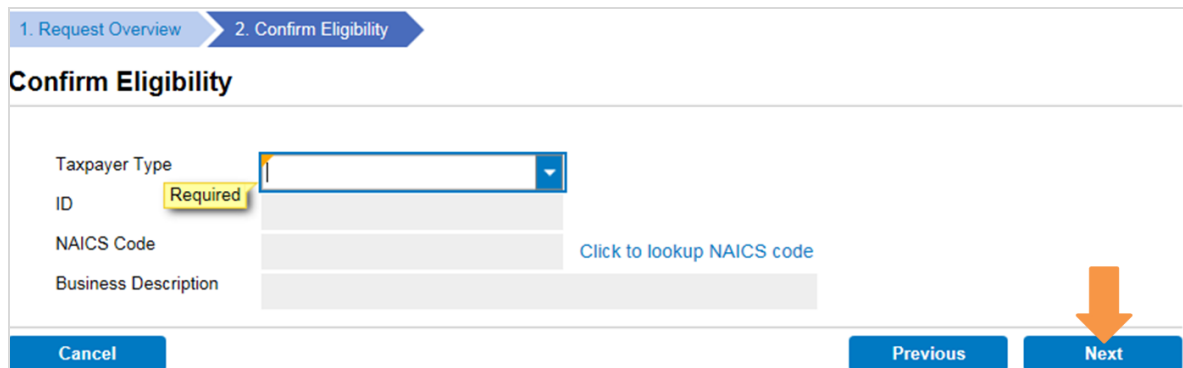
GA	Determine Your Eligibility	GA	Gather Your Information	GA	Submit Your Request
	<ul style="list-style-type: none"> You are not registered with the State of Georgia. You will not be filing for yourself with the state of Georgia. You will be filing or paying with the state of Georgia for your clients. 		<ul style="list-style-type: none"> Social Security Number (SSN) or Federal Employer ID Number (FEIN). Valid NAICS Code. Business Address. Commence dates for your accounts. Contact information. 		<ul style="list-style-type: none"> Two Factor Authentication will need to be set up. Once you submit your request you will receive an e-mail with the authentication code you will need the first time you login to GTC.

[Click to lookup NAICS code](#)

[Click to continue](#)

[Cancel](#) [Previous](#) [Next](#)

- Complete the **Confirm Eligibility** step and then click the **Next** button



1. Request Overview **2. Confirm Eligibility**

Confirm Eligibility

Taxpayer Type

ID Required

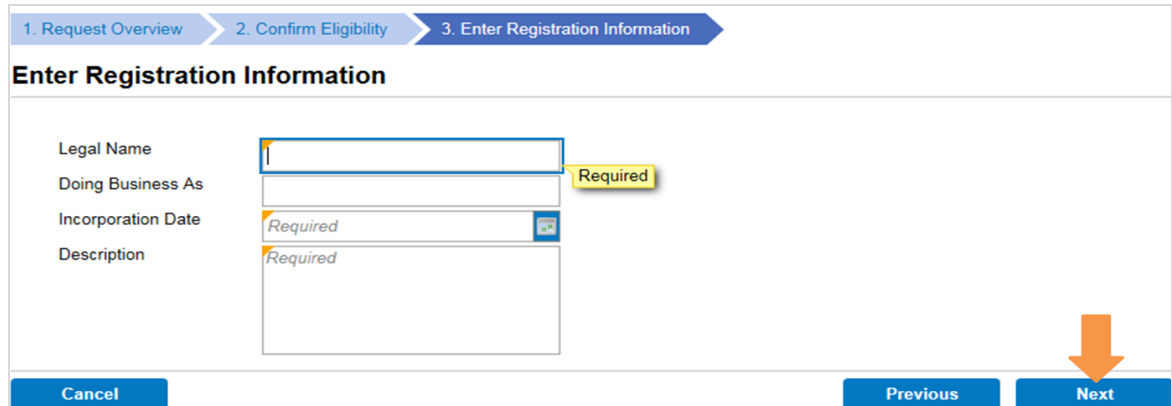
NAICS Code [Click to lookup NAICS code](#)

Business Description

[Cancel](#) [Previous](#) [Next](#)

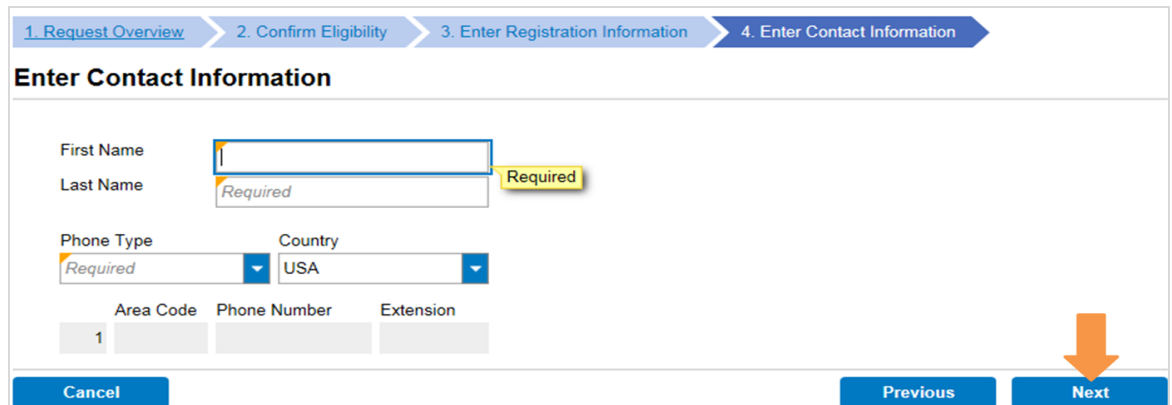
- Note:** Based on the Taxpayer Type (i.e. business structure) the ID will either be a FEIN or a SSN
- Note:** The only North American Industry Classification System (NAICS) codes associated with third party filers that are accepted are:
 - 541213 Tax Preparation Services
 - 541214 Payroll Services
 - 541219 Other Accounting Services
 - 541211 Offices of Certified Public Accountants

- Enter your **Registration Information** and then click the **Next** button



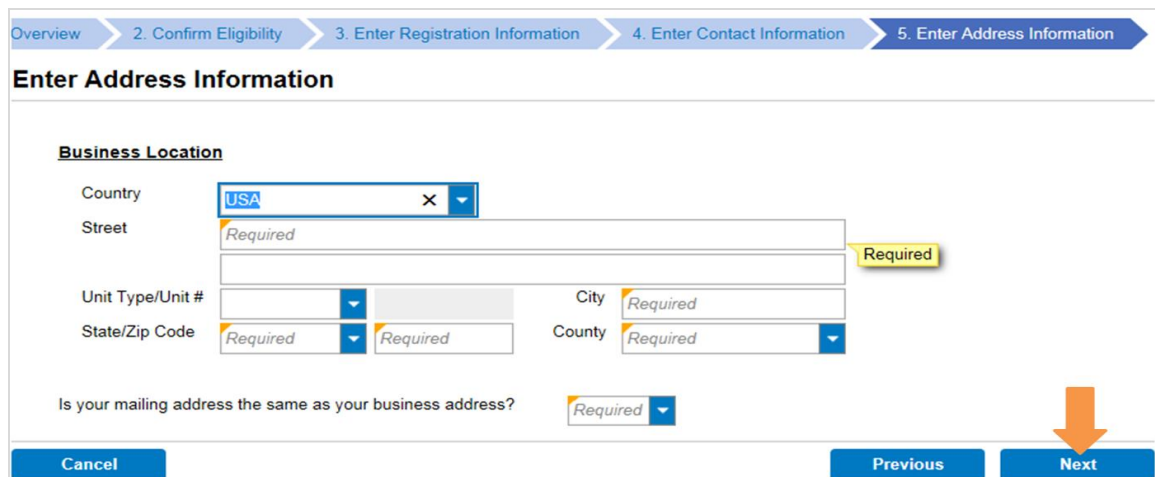
The screenshot shows the 'Enter Registration Information' step. At the top, there are four tabs: '1. Request Overview', '2. Confirm Eligibility', '3. Enter Registration Information' (which is active), and '4. Enter Contact Information'. Below the tabs, the title 'Enter Registration Information' is displayed. The form contains four fields: 'Legal Name', 'Doing Business As', 'Incorporation Date', and 'Description'. The 'Legal Name' field is highlighted with a blue border and has a yellow 'Required' label next to it. The 'Incorporation Date' and 'Description' fields also have yellow 'Required' labels. At the bottom of the form, there are three buttons: 'Cancel', 'Previous', and 'Next'. An orange arrow points down to the 'Next' button.

- Enter your **Contact Information** and then click the **Next** button



The screenshot shows the 'Enter Contact Information' step. At the top, there are four tabs: '1. Request Overview', '2. Confirm Eligibility', '3. Enter Registration Information', and '4. Enter Contact Information' (which is active). Below the tabs, the title 'Enter Contact Information' is displayed. The form contains several fields: 'First Name', 'Last Name', 'Phone Type', 'Country', 'Area Code', 'Phone Number', and 'Extension'. The 'First Name' field is highlighted with a blue border and has a yellow 'Required' label next to it. The 'Last Name' field also has a yellow 'Required' label. The 'Phone Type' field has a yellow 'Required' label. The 'Country' field is a dropdown menu with 'USA' selected. The 'Area Code', 'Phone Number', and 'Extension' fields are grouped together. At the bottom of the form, there are three buttons: 'Cancel', 'Previous', and 'Next'. An orange arrow points down to the 'Next' button.

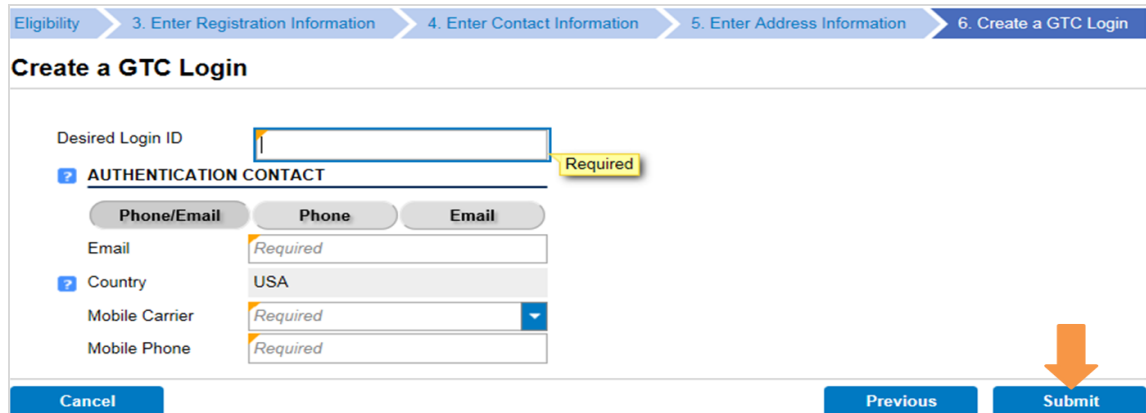
- Enter the **Address Information** and then click the **Next** button



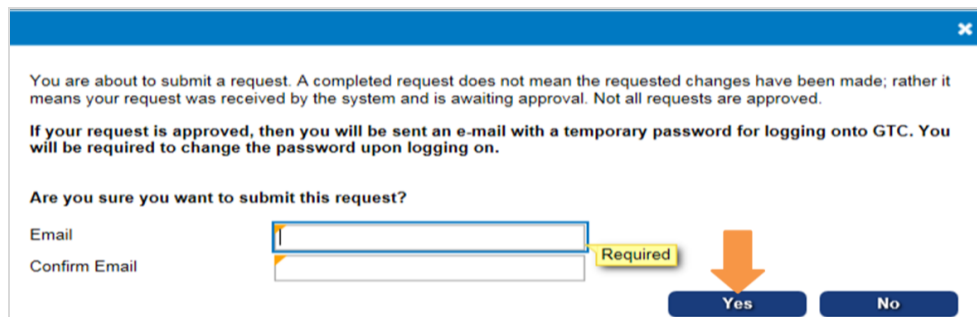
The screenshot shows the 'Enter Address Information' step. At the top, there are five tabs: 'Overview', '2. Confirm Eligibility', '3. Enter Registration Information', '4. Enter Contact Information', and '5. Enter Address Information' (which is active). Below the tabs, the title 'Enter Address Information' is displayed. The form contains several fields: 'Country', 'Street', 'Unit Type/Unit #', 'City', 'State/Zip Code', 'County', and 'Is your mailing address the same as your business address?'. The 'Country' field is a dropdown menu with 'USA' selected. The 'Street' field is highlighted with a blue border and has a yellow 'Required' label next to it. The 'Unit Type/Unit #', 'City', 'State/Zip Code', and 'County' fields are grouped together. The 'Is your mailing address the same as your business address?' field is a dropdown menu with 'Required' selected. At the bottom of the form, there are three buttons: 'Cancel', 'Previous', and 'Next'. An orange arrow points down to the 'Next' button.

- Note:** You will be prompted to enter a mailing address if it differs from the location address

- Enter your desired **GTC login ID** and **Authentication Contact** information and then click the **Submit** button



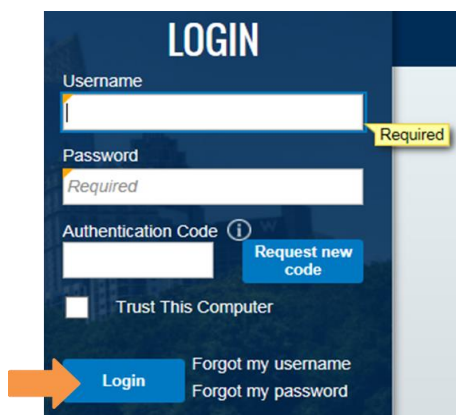
- Confirm that you wish to submit the request by entering your email twice then click the **Yes** button



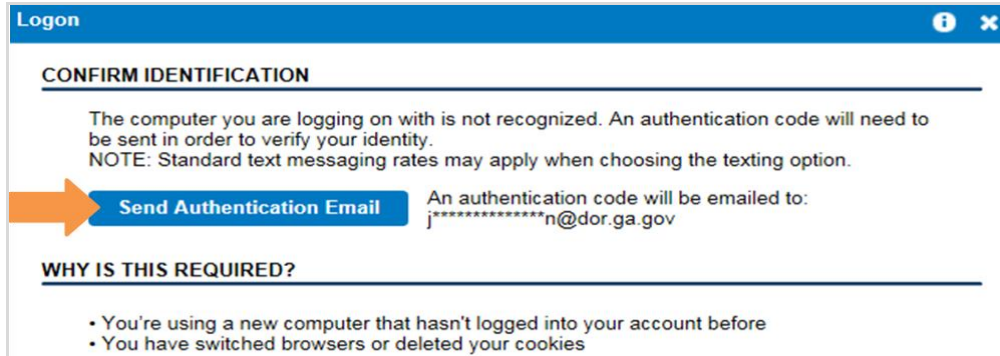
The **Confirmation Page** will be displayed. Write down the **confirmation number** or **Print** the confirmation page for your records.

Steps to Complete the Registration Process:

- On the GTC login page, enter your GTC username and the temporary password from the email you received and click the **Login** button



- Click the **Send Authentication Email** button on the pop-up window to verify your identity



Logon

CONFIRM IDENTIFICATION

The computer you are logging on with is not recognized. An authentication code will need to be sent in order to verify your identity.
NOTE: Standard text messaging rates may apply when choosing the texting option.

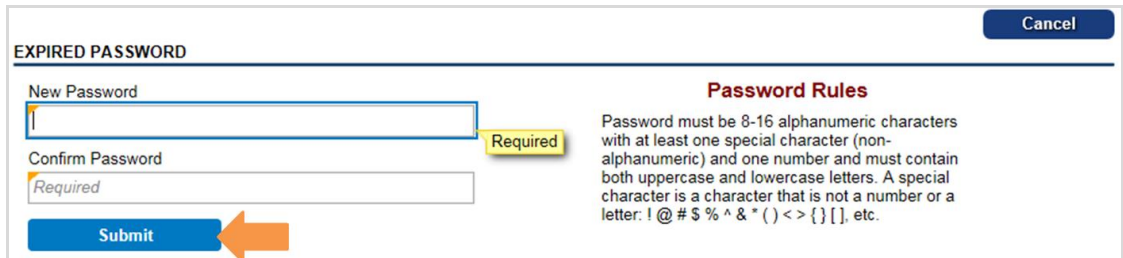
Send Authentication Email An authentication code will be emailed to: j*****n@dor.ga.gov

WHY IS THIS REQUIRED?

- You're using a new computer that hasn't logged into your account before
- You have switched browsers or deleted your cookies

You will receive an email with an **Authentication Code**. Use both this code **AND** the temporary password from the first email to log into GTC.

- When prompted, enter a new password and then click the **Submit** button



EXPIRED PASSWORD Cancel

New Password Required

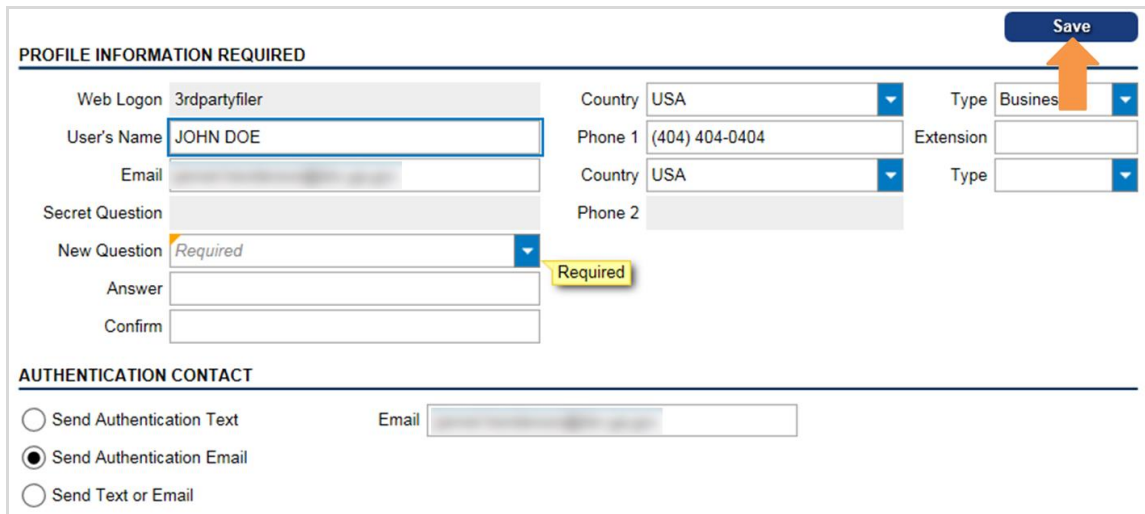
Confirm Password Required

Submit

Password Rules

Password must be 8-16 alphanumeric characters with at least one special character (non-alphanumeric) and one number and must contain both uppercase and lowercase letters. A special character is a character that is not a number or a letter: ! @ # \$ % ^ & * () < > { } [], etc.

- Complete the required **Profile Information** screen and then click the **Save** button



PROFILE INFORMATION REQUIRED Save

Web Logon 3rdpartyfiler

User's Name JOHN DOE

Email

Secret Question

New Question Required

Answer Required

Confirm

Country USA

Phone 1 (404) 404-0404

Country USA

Phone 2

Type Business

Extension

Type

AUTHENTICATION CONTACT

☐ Send Authentication Text

☒ Send Authentication Email

☐ Send Text or Email

Email

You will be taken to the Home screen of GTC once your password and profile have been updated.

3RD PARTY FILER		NAMES AND ADDRESSES		I WANT TO...	Profile
Federal Employer ID #	56-5656565	Legal Name	3RD PARTY FILER	Make Multiple Payments	
My Balance	\$0.00	DBA Name	Add	Submit Documentation	
		Business Location Address	1800 CENTURY BLVD NE ATLANTA GA 30345	Submit Power of Attorney	
		Mailing Address	1800 CENTURY BLVD NE ATLANTA GA 30345	Add Access to Another Account	
				Upload File	
				Register New Tax Account	
				Update Officers	
				Manage NAICS Codes	
				Request Tax Clearance Letter	
				Request Payment Plan	

ACCOUNTS ⁰	REQUESTS	E-MESSAGES ¹	LETTERS ⁰	CREDITS
MY ACCOUNTS ⁰				
MY ACCOUNTS				
Account Id	Account Type	Name	Frequency	Address
				Balance

Steps to Add Access to Another Account:

1. On the Home screen, under the **I WANT TO...** menu in the upper right-corner, click the **Add Access to Another Account** hyperlink

I WANT TO...	Profile
Make Multiple Payments	
Submit Documentation	
Submit Power of Attorney	
Add Access to Another Account	
Upload File	
Register New Tax Account	
Update Officers	
Manage NAICS Codes	
Request Tax Clearance Letter	
Request Payment Plan	

2. Provide the requested information for the account you want to access on GTC
 - For Individual Income Tax account:

ADD ACCESS TO ANOTHER ACCOUNT		Submit	Cancel
Provide the following information for the account you want to access on GTC.			
Account Type	Individual Income Tax		
ID Type	Social Security #		
Social Security #	Required		
Confirm Social Security #	Required	Required	
Federal Adjusted Gross Income for 2015	Required		

- For Sales Tax or Withholding:

[ADD ACCESS TO ANOTHER ACCOUNT](#)

Provide the following information for the account you want to access on GTC.

Account Type	Sales & Use Tax	
Sales Tax #	Required	
ZIP Code of the account location address	Required	
Payment for the period ending on 2/29/2016	Required	Required

How to Access Your Clients' Account(s):

On the Home screen, select the new **Other Taxpayers' Accounts** tab. A list of all the clients that you have access to will be displayed. NOTE: you can use the **Filter** tab to filter the list

ACCOUNTS^{1,353}
REQUESTS
E-MESSAGES³⁵⁶
LETTERS⁶
CREDITS

MY ACCOUNTS²
OTHER TAXPAYERS' ACCOUNTS¹

OTHER TAXPAYERS' ACCOUNTS

Hide History
Filter